



**U.S. DEPARTMENT OF TRANSPORTATION**

FEDERAL HIGHWAY ADMINISTRATION

CALIFORNIA DIVISION

980 Ninth Street, Suite 400  
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IN REPLY REFER TO

**HDA-CA**

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Mr. Jeff Morales, Director  
California Department of Transportation  
1120 N Street  
Sacramento, CA 95814

Attention: Federal Resources Office, Room 3500  
For Gary Winters

Dear Mr. Morales:

SUBJECT: Standard Environmental Document Formats

The Federal Highway Administration (FHWA) and the California Department of Transportation (Caltrans) have worked cooperatively to streamline the environmental process and expedite environmental document review. One of the ongoing efforts between your staff and the FHWA staff has resulted in the development of standard formats (outlines) to assist in the preparation of documents addressing both the requirements of the National Environmental Policy Act and California Environmental Quality Act. Mutually acceptable formats have been developed for Initial Study/Environmental Assessment (IS/EA) joint documents and Environmental Impact Report /Environmental Impact Statement (EIR/EIS) joint documents.

The FHWA strongly encourages the use of IS/EA and EIR/EIS standard formats in the preparation of joint environmental documents by Caltrans and local agencies. We believe that IS/EA and EIR/EIS standard formats, when used in conjunction with current Caltrans Quality Assurance/Quality Control measures and the Caltrans' Standard Environmental Reference, are important steps towards ensuring that joint environmental documents effectively meet both federal and state regulatory requirements. Consistent use of standard formats when preparing documents should also lead to a substantial reduction in time devoted to document review and revision.

We understand that a similar format for Environmental Assessment/Environmental Impact Report joint documents is currently under development and we look forward to continuing our joint streamlining efforts. If you have any questions, please feel free to call me.

Sincerely,

**/s/ Maiser Khaled**

For  
David A. Nicol  
Acting Division Administrator

cc (e-mail):

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